

DEPARTMENT OF TRANSPORTATION

DIVISION OF LOCAL ASSISTANCE – M.S. 1

1120 N STREET

P. O. BOX 942873

SACRAMENTO, CA 94273-0001

PHONE (916) 653-1776

FAX (916) 654-2409

TTY (916) 653-4086

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April 6, 2004

**METROPOLITAN PLANNING ORGANIZATIONS
REGIONAL TRANSPORTATION PLANNING AGENCIES
LOCAL TRANSPORTATION COMMISSIONS**

Dear Executive Directors:

Subject: Request for Additional Obligation Information Regarding Local Assistance Funds

The purpose of this letter is to request submittal of planned use of Obligation Authority (OA) by local agencies for the remainder of Federal Fiscal Year (FFY) 2004, and for Assembly Bill 1012 (AB 1012) Cycle Five balances subject to reprogramming on December 29, 2004. Projects using State Transportation Improvement Program (STIP), Congestion Mitigation and Air Quality Improvement Program (CMAQ), Regional Surface Transportation Program (RSTP), and/or Regional Transportation Enhancement Activity (R-TEA) funds must be included. As stated in the AB 1012 Cycle Five Notification, obligation plans are due by May 1, 2004.

Streets and Highways Code Section 182.6(f) and 182.7(e) require Regional Transportation Planning Agencies to notify the California Department of Transportation (Department) of the projected amount of OA they intend to use for the remainder of the FFY. We are now requesting this information be included with the AB 1012 Cycle Five obligation plans. The information will be used to determine obligation authority need, prioritize and track projects, and plan workload. The Department's program coordinators for the local bridge and safety program will provide the OA information needed for projects using those types of funds.

Please provide us with your delivery plan by May 1, 2004. It is critical that you specify the date and fund type of each project you will obligate keeping in mind that the Federal Highway Administration (FHWA) requires a few weeks before the end of the FFY to complete all transactions. We are requesting that your agencies work with their respective District Local Assistance Engineer (DLAE) to determine the exact date of obligation that allows enough time for district and headquarters action to meet the FHWA deadline. We also ask that you ensure that projects identified in your obligation plan are programmed in the Federal Transportation Improvement Program appropriately, or an amendment will need to be processed prior to obligation. The requested information is needed for obligations occurring May 1, 2004, and later.

Enclosed is a spreadsheet that contains the fields that need to be completed by you. We will use this information to evaluate OA needs and usage. An electronic copy is available at www.dot.ca.gov/hq/LocalPrograms. Please do not modify the format; we need to merge all plans into one spreadsheet. Please submit your plan to:

Denix Anbiah,
Division of Local Assistance, MS #1,
P.O. Box 942874
Sacramento, CA 94274-0001
E-Mail: Denix_Anbiah@dot.ca.gov

It is anticipated that delivery of the State's share of FFY 2004 OA will be 100 percent. As of February 29, 2004, local delivery is approximately 23 percent, based on the projected FFY 2004 annual OA amount. This is less than the local delivery in the two previous years. Project delivery should not be delayed due to a perceived lack of available OA. The OA, up to the local OA balance, is available for local agency use as long as projects are delivered before the deadline for this FFY.

If you have any specific concerns regarding this request for additional information, please contact Denix Anbiah at (916) 653-3581.

Sincerely,


DENIX ANBIAH

son TERRY L. ABBOTT
Chief

Division of Local Assistance

Enclosures

- c: District Directors
District Division Chiefs for Local Assistance
District Local Assistance Engineers
DLA Office Chiefs
DLA Area Engineers
Fardad Falakfarsa, OFR
John Taylor, OFR
Tracey Frost, OFR
Denix Anbiah

LOCAL AGENCY OBLIGATION PLAN

1. District – Enter the Appropriate Caltrans District Number.
2. MPO/RTPA – Enter the name of the responsible Metropolitan Planning Organization or Regional Transportation Planning Agency.
3. Local Agency – Enter the name of the local agency responsible for the project.
4. Project Number – Enter the project number in the following format: STP1234(567) (may be completed by the Caltrans District Local Assistance Engineer). If project number is not known, please provide the project FTIP number.
5. Project Location – Provide the location of the project.
6. Project Scope/Description – Provide a brief project description and project scope.
7. \$ RSTP – Enter the RSTP dollars being obligated for each project (for this transaction only).
8. \$ CMAQ – Enter the CMAQ dollars being obligated for each project (for this transaction only).
9. \$-R-TEA – Enter the R-TEA dollars being obligated for each project (for this transaction only).
10. Total \$ STIP – Enter the total STIP dollars being obligated for each project (for this transaction only). Do not include projects with state only funding.
11. Federal \$ This Obligation – Auto fill column.
12. Remarks – Enter comments or additional information.